

OFFICE OF WATER MEETING REQUEST FORM

FOR: Joel Beauvais ☒ Michael Shapiro _____ Ellen Gilinsky _____

Subject: _____ Briefing on Final Cadmium Aquatic Life Ambient Water Quality Criteria _____

Meeting Requested By: Mike Elias

Date: 3/15/16

Office Director Approval:

Redacted-Ex 6

Date: 3/15/16

Date Staff will be ready for this meeting by: March 23

Latest date meeting can happen by: March 24th

Time Needed for meeting: 20 Minutes _____ 45 Minutes ☒ 1 Hour _____ Other _____

Purpose of the meeting:

AA decision expected?

Yes ☒ No _____

Provide AA with information?

Yes ☒ No _____

What specifically is to be decided or presented? Why is a meeting needed?

Asking for approval for releasing Final Cadmium Aquatic Life Ambient Water Quality Criteria document.

The requested meeting dates are based on a litigation-driven deadline.

Who will attend the meeting?

Mandatory Attendees (Give Full Names as listed in Outlook and Identify Office):

Betsy Southerland, Betsy Behl, Colleen Flaherty, Kathryn Gallagher, Mike Elias, Erica Fleisig, Sarah Hisel-McCoy, Lee Schroer, Glynis Hill, Corey Buffo

Optional Attendees (Give Full Names as listed in Outlook and Identify Office – please copy your own office's Special Assistant): Octavia Conerly

AA's Conference Technology - Please check one: Presentation X Audio X Video

Conference line to use for phone-in attendees: use Joel's line, please.

Person Providing Agenda for the Meeting:

Name: Mike Elias Phone: 202-566-0120

Person Providing Briefing Material (if any) for the Meeting:

Name: Mike Elias Phone: 202-566-0120

Once the meeting is scheduled, hand carry hard copies (enough copies for each senior management attendee) to OW IO. Agenda and briefing materials are due in hard copy no later than 3:30pm the day before the meeting, unless the meeting is scheduled too late to allow this.

- For Joel and Ellen, please provide any agenda and briefing materials to Crystal Penman (564-3318) in East 3219.
- For Mike, please provide any agenda and briefing materials to Crystal Edwards (564-1661) in East 3223.